

## **Your privacy is important to us.**

Safeguarding your privacy and the security of your personal information is important to us. Please take a few minutes to read the following policy so that you understand how we treat your personal information. As we continuously improve and expand our services, this policy might change. So please check it out periodically. If you have questions about our policy, please click on our "Contact Us" page to contact us via e-mail.

### **How we collect information about you. We collect information in three ways:**

1. We collect information that our customers supply to us.
2. We collect information from emails and other contacts sent to us by our customers and users of our website.
3. We collect information electronically on all users of our website, including customers, by means of cookies.

### **Further details are provided below.**

**What personal information we collect from our users.** Most of the data and information we collect through our website is used only to help the Foundation achieve its mission of helping nonprofit organizations integrate risk management into their operations. It is our policy to collect and store only personal information that our clients knowingly provide.

**Children's Privacy.** Online ordering, customer registration for on-line ordering and customer feedback pages of this website are directed toward and designed for use by persons aged 16 or older. We do not establish or maintain registrations for any child whom we know to be under the age of 16. We do not solicit or knowingly collect personally identifiable information from children under the age of 16. If we discover that we have received personally identifiable information from an individual who indicates that he or she is, or whom we otherwise have reason to believe is, under the age of 16, we will delete such information from our systems.

**We collect additional information about how you use our website and service.** If you contact us by letter, phone, or email through the contact information on the "Contact Us" page, we will collect your sender information and may collect the other information you voluntarily disclose to us.

**Our use of cookies.** If you contact us by letter, phone, or email through the contact information on the "Contact Us" page, we will collect your sender information and may collect the other information you voluntarily disclose to us.

Our cookies cannot and do not retrieve any other data from your hard drive or pass on computer viruses. If you are just browsing our website, a cookie identifies your browser and user id (and not your identity). If you place orders with us, we use cookies to assist in storing your preferences and recording other session information (a "session" is a single visit by you to our website).

**How we store the information we collect.** We store the information you provide to us and the information we collect electronically in our computer databases. We own, maintain and operate our computer servers containing our databases. Access to our computer servers is controlled by firewalls and security gatekeepers.

**How we use the information we collect.** We use personal information we collect from you to send you special advertisements, offers and notices

**Our policies may change.** This is our current privacy and security policy, but we reserve the right to change our website and this policy at any time. You should check this privacy policy periodically. If our policies regarding collection, storage and use of your information change, the information collected under prior policies will continue to be governed by those policies, unless we obtain your consent to use that information in new ways.

**How is my information protected?** Your information is password-protected. In order to maintain this protection, we caution you not to provide your password to anyone. We do not give your password to anyone. We recommend that, if you share your computer with other people, you close your browser window when your session is completed. Signing off will protect your information if you share a computer with someone else or are using a computer in a public place like a library.

**Please contact us with any questions or comments.** We want you to enjoy your use of musicfoundationofamerica.org service. If you have any questions, or believe that a violation of this policy may have occurred, please let us know. Our complete contact information is provided on the "Contact Us" page on our website at [musicfoundationofamerica.org](http://musicfoundationofamerica.org).